MAEFAIRS & AIM

ENROLLMENT INSTRUCTIONS

2008-2009

Table of Contents

Welcome

Enrollment collected by the Office of Public Instruction (OPI) in the MAEFAIRS system is used for calculation of ANB for school funding. Auditors are required to compare the reported data to supporting documentation and note discrepancies in their audit report. Therefore, care and accuracy is very important when completing the forms and maintaining adequate backup documentation.

AIM AND MAEFAIRS

For more than a decade, school districts have used the MAEFAIRS reporting system to report enrollment counts for the first Monday in October and February 1 (or next regularly scheduled school day). In the 2008-2009 school year, OPI will run MAEFAIRS and AIM in parallel. Schools are asked to report enrollment in both systems. MAEFAIRS will collect the minimum enrollment information necessary to determine a school district's Average Number Belonging (ANB). AIM will be used to collect student enrollment, attendance on official count dates, aggregate hours, and student demographic information. Given that more than $600 million in state monies are distributed annually based upon ANB counts, OPI believes that it is a "best practice" to use both systems again this year.

<u>Official MAEFAIRS Count Dates</u>

There are two official count dates:

Fall Semester	First Monday in October
Spring Semester	February 1 (or next regularly scheduled school day)

For the 2008-09 school year:

The official count date for **fall** semester is **Monday, October 6, 2008**.

The official count date for **spring** semester is **Monday, February 2, 2009**.

<u>Enrollment in the MAEFAIRS System</u>

Enrollment entered in the MAEFAIRS system is used to calculate Average Number Belonging (ANB). MAEFAIRS captures the grade-by-grade enrollment count, part-time enrollment data, and other special high school enrollment data (19 year-old enrollment, Job Corps enrollment and early graduates).

see the OPI AIM Webpage for more information

- ➢ Beginning of Year Collection   Enrollment through October 6, 2008
- ➢ Fall Attendance Collection   October 6, 2008
- ➢ ELP Barcodes   October 29th, 2008
- ➢ Child Count Enrollment   December 1st, 2008
- ➢ Assessment Registration   First day of Second Semester
- ➢ Spring Attendance Collection   February 2, 2009
- ➢ CRT Program Participation   March 10, 2009
- ➢ Test Window Attendance Collection   March 10, 2009
- ➢ CTE Spring Collection   April 2009
- ➢ End of Year Collection   Last day of school

AIM & MAEFAIRS Comparison

DATA ELEMENT	MAEFAIRS	AIM
Enrollment Count by Grade	√	√
Part Time Enrollment Data	√	√
19 Year Old Enrollment	√	√
Job Corps Enrollment	√	√
Early Graduation	√	√
Pre-Kindergarten Enrollments (Special Education)	√	√
Kindergarten Enrollments	√	√
Enrollment Count by Student		√
Demographic Data		√
Aggregate Hours		√
Count Date Attendance		√
Program Participation Data		√

Who Can I Count?

Enrollment

- ➢ Count all enrolled students, including:
    - ✓ Special education students (grades PK-12)
    - ✓ Homebound students qualifying under 10.20.102, A.R.M.
    - ✓ 19-year-olds or older (age as of September 10th)
    - ✓ Students attending Job Corps (see Job Corps section)
    - ✓ Students attending school for any portion of the school day (example, count as enrolled--a home-schooled student that attends the district for one class per day)
    - ✓ Students attending the school from out-of-district

- ➢ Do not count:
    - ✓ During the Fall and Spring counts, students absent for 11 or more consecutive days prior to and including the count date.
    - ✓ Students enrolled in another public school district
    - ✓ Students who will not resume attendance pursuant to notice given to district
    - ✓ Students whose records have been transferred to another school
    - ✓ Students otherwise unable to continue in attendance for any reason
    - ✓ Students who are residents of the district, but are attending an out-of-district school

Part-time Enrollment

- ✓ Include part-time students in the grade-by-grade enrollment count. For more information on part-time enrollment, see the 'Part-time' student topic.
    Important: Exclude 19-year-olds or older from the count of part-time students.

Other Enrollment (High School Only)

- ➢ Only high schools will report Other Enrollment
- ➢ The following students should be reported in Other Enrollment:
    - ✓ FALL
      19-year-olds or older
      Job Corps students
    - ✓ SPRING
      19-year-olds or older
      Job Corps students
      Early graduates

Transition First

- ➢ A Pre-1st/Transition program is a full day program that is designed to ease the transition into or out of first grade, and often results in a two-year program between kindergarten and second grade.
    - ✓ Enter the number of students enrolled in a Pre-1st/Transition program on the count date.

Ungraded

- ➢ Effective July 1, 2008, the option to enroll students into an ungraded grade level has been removed. All students must be assigned a grade level for state reporting purposes. Students previously assigned to the ungraded grade level should be reported in the age-appropriate grade level.

Part-time

When is a pupil a part-time student?

Part-time data is collected by OPI for the purpose of adjusting a district's enrollment count for students that do not attend full-time. **The key in determining part-time status is to look at annual hours of a pupil's program.** See example at the end of this section.

AIM allows for the entry of part-time enrollments. Students can have an enrollment **Service Type** of *Primary*, *Partial* or *Special Education Only*. Students are then assigned a level of aggregate hours that reflects their actual attendance.

Pre-Kindergarten

➢ Pre-Kindergarten is a program that is part-time in nature. State law does not provide ANB for Pre-K students. However, all Pre-K students that meet the requirements in this section must be included in the MAEFAIRS and AIM student enrollment counts for state-reporting purposes.

See Preschool Enrollment Flowchart on page 17.

NOTE: Students enrolled in a Pre-K program that receive Special Education services and reach age 5 on or before September 10 of the current school year should be reported in MAEFAIRS as Kindergarten students (see Kindergarten).

Pre-K students in AIM must be enrolled with a Service Type of N: Special Ed Services. The Special Ed Status box must be marked Y: Yes. Pre-K students should also be enrolled into any other programs in which they participate, including Free/Reduced Lunch, Century 21, LEP, etc. Aggregate Hours and Attendance are required for these students.

Kindergarten-Half Time Program (see definition on page 14)

If the pupil's current instructional program provides:

- less than 180 aggregate hours of instruction time per year, report the pupil to OPI two ways: (1) as enrolled in the kinderten half time program, and (2) as part-time, <180 hours. Enrollment in a program intended to provide less than 180 aggregate hours of pupil instruction per school year may not be included for purposed of ANB.
- at least 180 aggregate hours but less than 360 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the half time kindergarten line for the student, and (2) as part-time, 180-359 hours. The student is counted as **one-quarter time enrolled** for purposes of ANB.
- greater than or equal to 360 hours of aggregate hours of instruction time per year, report the pupil to OPI as enrolled in the kindergarten half day program only, with no part time reporting.

Kindergarten Full Time program (see definition on page 14)

If the pupil's current instructional program provides:
- Less than 180 aggregate hours of instruction time per year, report the pupil to OPI two ways: (1) as enrolled in the full time kindergarten line, and (2) as part-time, <180 hours. Enrollment in a program intended to provide less than 180 aggregate hours of pupil instruction per school year may not be included for purposed of ANB.
- At least 180 aggregate hours but less than 360 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the full time kindergarten line for the student, and (2) as part-time, 180-359 hours. The student is counted as **one-quarter time enrolled** for purposes of ANB.
- At least 360 aggregate hours but less than 540 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the full time kindergarten line for the student, and (2) as part-time, 360-539 hours. The student is counted as **one-half time enrolled** for purposes of ANB.
- At least 540 aggregate hours but less than 720 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the full time kindergarten line for the student, and (2) as part-time, 540-719 hours. The student is counted as **three-quarter time enrolled** for purposes of ANB.
- 720 aggregate hours or more, only report the pupil as enrolled in the full time kindergarten , with no part-time reporting. The student is counted as **one full-time enrolled** for purposes of ANB.

Kindergarten

Counting Kindergarten Pupils for Enrollment
- **5 year-olds** - A pupil who reaches age 5 on or before September 10 of the current school year or has been enrolled by special permission of the Board of Trustees, pursuant to 20-7-117, may be counted as a Kindergarten student if both of the following criteria are satisfied:

  - ➢ the pupil is enrolled in an accredited 5 year-old schooling program
    AND
  - ➢ the accredited 5 year-old schooling program is providing a minimum of 360 hours of pupil instruction per year

- **Head Start Program -** A pupil in Head Start may be counted as a Kindergarten student if both of the following criteria are satisfied:
  - ➢ the pupil is enrolled in a district's accredited 5 year-old program (Kindergarten)
    AND
  - ➢ the pupil has an Individualized Education Program (IEP) that specifies Head Start as the service provider, under the supervision of the district's accredited 5 year-old schooling program

Non-Typical Kindergarten Programs

- Contact OPI if the beginning date for a Kindergarten program is subsequent to one of the official count dates (first Monday in October or February 1st), or if the district runs two complete Kindergarten programs within the same school year (this would be a program with a different set of pupils each semester, but each semester's class meets the minimum day and hour requirements for a Kindergarten program). OPI will make the necessary adjustments to properly fund such programs.

To enroll the students that meet the definition of Kindergarten – Special Education Students in AIM, enroll the student into the grade level that they are receiving services in (e.g., PK). OPI AIM Staff will modify the enrollment count to include these special educations students as Kindergarten for MAEFAIRS enrollment matching purposes.

Grades 1-12

If the pupil's current instructional program provides:

- Less than 180 aggregate hours of instruction time per year, report the pupil to OPI two ways: (1) as enrolled in the regular grade line, and (2) as part-time, <180 hours. Enrollment in a program intended to provide less than 180 aggregate hours of pupil instruction per school year may not be included for purposed of ANB.
- At least 180 aggregate hours but less than 360 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the regular grade line for the student, and (2) as part-time, 180-359 hours. The student is counted as **one-quarter time enrolled** for purposes of ANB.
- At least 360 aggregate hours but less than 540 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the regular grade line for the student, and (2) as part-time, 360-539 hours. The student is counted as **one-half time enrolled** for purposes of ANB.
- At least 540 aggregate hours but less than 720 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the regular grade line for the student, and (2) as part-time, 540-719 hours. The student is counted as **three-quarter time enrolled** for purposes of ANB.
- 720 aggregate hours or more, then the pupil is a full-time enrolled student and only report the pupil as enrolled in the regular grade line, with no part-time reporting. The student is counted as **one full-time enrolled** for purposes of ANB.

Aggregate Hours Calculation Example

The tricky part of calculating annualized aggregate hours of instruction for a student is figuring out aggregate hours for a student whose schedule changes during the school year. Consider this example:

Assume that Bobby Q. Public is enrolled as a 5th grader in your district and he attends school pursuant to the following schedule:

Semester	Days	Hours per Day	Total Hours	Annualize Hours
First	90	5 hours / day	450	900
Second	90	3 hours / day	270	540
Total	180		720	

How is Bobby's enrollment reported to OPI? Answer: First semester (Fall count) Bobby is reported as full-time enrolled because the annualized hours for his program on that count date would be 900. Second semester (Spring count) Bobby is reported as part-time enrolled, 3/4 time, because the annualized hours would be 540 for this program.

Even though the example shows that Bobby's annual hours of instruction would total 720, he is still part-time for the second semester. Look at how many annualized hours of instruction would be provided for the program the student is following on the current count date, independent from the hours accumulated under a program he/she followed on another count date.

Number of Students

Students Who are Enrolled

Each student included in the numerical count of students must be enrolled as defined in A.R.M. 10.15.101.

> *(24)   'Enrolled student' means a high school student assigned to receive*
> *organized instruction in an education program described in A.R.M. 10.55.904 that is*
> *offered by a public school and can be applied towards the graduation requirements of*
> *A.R.M. 10.55.905, or an elementary student assigned to receive organized instruction*
> *in an education program described in A.R.M. 10.55.901 through 10.55.902, or an*
> *elementary or high school student in a course of instruction agreed to in an*
> Individualized Education Program (IEP). *A.R.M. 10.15.101*

Students who are absent 11 or more consecutive days prior to and including the count date

➢ For the Fall and Spring counts, **include** a student who is absent on the count date in the enrollment count, unless the student has been absent for more than 10 consecutive days or the district has reason to believe that the student has left the district or is enrolled in another school. (A.R.M. 10.20.102)

➢ For the Fall and Spring counts, do not include students in the enrollment count if they have been absent more than 10 consecutive days, unless they qualify as homebound students under A.R.M. 10.10.102. Students who have been absent more than 10 consecutive days must resume attendance on or before the count date in order to be considered enrolled.

➢ ARM 10.20.102(10), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance, should be submitted to the Superintendent of Public Instruction by a responsible school official prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.

Students who are absent 11 or more consecutive days prior to and including the count date should have the Exclude ANB box checked and the Absent count set to 1.000 in the Attendance and Enrollment section of the student's AIM enrollment record.

What School does the Student Attend?

Students enrolled in more than one school cannot be counted for more than 1 ANB. Schools that share student enrollments with other schools should contact the school with the secondary enrollment and make arrangements for how students will be reported in AIM and MAEFAIRS. If students are enrolled for more than one ANB the school with the primary enrollment will be asked for clarification before the data is finalized.

F – 720+ hours = 1 ANB
T – 540-719 hours = .75 ANB
H – 360-539 hours = .5 ANB
Q – 180-359 hours = .25 ANB
N – 0-179 hours = 0 ANB

Accurate Data Reporting: School A reports the student as T – 540-719 hours, School B reports the student Q – 180-359 hours, for a total of 1 ANB

Inaccurate Data Reporting: School A reports the student as F – 720+ hours, School B reports the student Q – 180-359 hours, for a total of 1.25 ANB

Pupils Requiring Special Permission

5-year old Schooling Program (Kindergarten)

- Children that are enrolled in a district's 5-year-old schooling program, but have not reached the age of 5 on or before September 10 of the current school year must have received special permission of the Board of Trustees to be included in enrollment for the purpose of calculating Average Number Belonging (ANB).

Job Corps Students

Under certain circumstances, a district may include Job Corps students in its ANB enrollment count. For the students to be eligible for inclusion in the count, the district must have entered into an interlocal cooperative agreement (Title 7, Chapter 11, Part 1, MCA) with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools.

Requirements for ANB-eligibility of Job Corps Students

- the student must be enrolled in a public school in the student's district of residence,

- the credits taken at the Job Corps Program require approval by the resident school district,

- the credits meet the resident district's requirements for graduation at a school in the district,

- the credits must be taught by an instructor who has a current Montana high school certification, and

- the credits must be reported by the Job Corps Program to the student's resident school district.

For more information, see Section 20-9-707, MCA

Job Corp students must be enrolled into the student's resident district in AIM. Students must also be enrolled into Job Corp on the Programs tab (Student Information>General>Programs).

Step-by-Step Instructions- MAEFAIRS Enrollment

Follow these instructions to complete enrollment in the quickest, most error free manner.

From the MAEFAIRS menu screen

1. Print Blank Forms
    a. Click on Enrollment, then click Reports.
    b. Select a district and school at the bottom of the screen.
    c. Double left click 'Blank Forms'
    d. Single left click the circle in front of preferred selection
    e. Print
    f. Exit

2. Enter Enrollment Data
    a. From the MAEFAIRS menu screen, select Enrollment, then Enrollment Steps, then double left click 'Step 1: Enrollment'
    b. Select a district and school at bottom of the screen.
    c. Select a Grade
        Either enter 'K', '1', '2', . . . '10', '11', etc.,
        (For K, choose either Half Day or full day from Kindergarten Program Type)
    d. Enter the number of students in the 'Students' entry field
    e. Save or Undo the record
    Repeat 2 c-e until all combinations have been entered for this school.
    f. High School Districts: Single left click the 'To Other Enrollment' button (only appears for high schools)
        Elementary Districts: Single left click the 'To Part-time' button and skip to 4.

3. Enter 'Other Enrollment (High School Only) '. This area is used to report 19-year-olds (or older) or Job Corps students enrolled on this count date or early graduates for the current school year (spring count only). If you have no data to enter, skip to 4.
    a. Select 'Enrollment Type'
    b. Enter number of students
        Repeat for each 'Enrollment Type' [19-year-olds or Job Corps Students or early graduates].
    c. Single left click the 'To Part-time' button.

4. Enter 'Part-time Enrollment' (If there are no part-time students enrolled in this school select 'To Enrollment' and complete steps 2-4 for the next school in your district or if all schools are completed, 'Exit' to menu screen and validate using the directions in Step 6 below.)

    a. Select Grade Range

        NOTE: *Grade ranges are: Kindergarten, Transition 1-6 grades, 7-8 grades, and 9-12 grades.*

    b. Enter number of students 'Not Enrolled for ANB (<180hrs/yr)'

        NOTE: *Report all students (including kindergarteners) attending a program that provides less than 180 hrs/year. Although reporting these students is required, they are not included in the ANB calculation for state funding purposes.*
    c. Enter number of students 'Part-time Enrolled (180-359 hrs/yr, 360-539 hrs/yr, 540-719 hrs/yr)'

        NOTE: *Report all students attending a program that provides 180-719 hrs/year. These students are considered 'part-time' for ANB purposes.*

        DO NOT INCLUDE 19-year-olds (or older) in either part-time category.

    d. Repeat 4a-c for all applicable kindergarten program types and grade ranges.

    e. Double left click 'exit' to return to the MAEFAIRS menu screen, and validate using Step 5 below or if you have more schools, select 'To Enrollment' and complete Steps 2-4 for the next school in your

district.

5. Validate Data
    a. Double left click on Step 4: Validation
    b. Select the district(s) you want to validate (Follow on-screen instructions for selecting more than one district.)
    c. Print the validation report
    d. Close the report preview screen
    e. Single left click 'Exit' to return to the MAEFAIRS menu screen
    f. Review and/or correct all validation errors

    NOTE: *Messages with error type of 'Corrective' must be corrected before data can be submitted to OPI. 'Warning' errors will not cause files to be rejected but should be reviewed as incorrect information may affect funding.*

Before continuing on to Step 6, contact your district's AIM Specialists. The AIM Specialist can generate the Enrollment Status Report and/or the Enrollment Summary Report. These reports should be used to compare enrollment information to the MAEFAIRS report. Inconsistencies between the two reports should be corrected before submitting the final MAEFAIRS report.

6. Print Final Report
    a. From the MAEFAIRS menu screen, select Enrollment, then Reports.
    b. Double left click 'Enrollment Summary'
    c. Single left click circle in front of report choice ('School Summary' or 'District Summary')
    d. Single left click 'Print' button
    e. Print the report
    f. Close the report preview screen
    g. Single left click 'Exit' to return to the MAEFAIRS menu screen

7. Prepare file and Submit Data to OPI
    a. Single left click on Enrollment steps button
    b. Double left click on Step 5: Submit to OPI

If you need to correct data once is has been submitted in MAEFAIRS, please contact Nica Carte at 406-444-4401 for specific instructions.

Glossary

19-year-olds (or older)

Students who turned 19 years of age on or before September 10 of the current school year:

- are included in regular enrollment counts
- are included in attendance counts
- are reported under 'Other Enrollment (High School Only) '
- are NOT included in part-time counts

Students nineteen years and older are not included in the ANB calculation.

Average Number Belonging (ANB)

Average number belonging (ANB) means a student count for each school district that is used for school funding purposes. The statutory definition, pursuant to 20-1-101(2), MCA, is 'the average number of regularly enrolled, full-time pupils attending the public schools of a district.'

Calculating Average Number Belonging (ANB)
The Average Number Belonging (ANB) for the ensuing school fiscal year is the average adjusted enrollment of the current school year, by budget unit, multiplied by 187, divided by 180.

Average adjusted enrollment
Average adjusted enrollment is the number of students in a budget unit used in the calculation of Average Number Belonging (ANB).

Figuring Average Adjusted Enrollment
The following format may be used to calculate the average adjusted enrollment of a budget unit (A.R.M. 10.15.101(10)):

		Fall	**Spring**
(A)	Total enrollment of all schools within a budget unit	_____	_____
(B)	Subtract Pre-Kindergarten enrollment	<_____>	<_____>
(C)	Subtract Kindergarten pupils receiving less than 180 hours services per year	<_____>	<_____>
(D)	Subtract three-quarters pupils in half day kindergarten programs receiving between 180-359 hours of services per year	<_____>	<_____>
(E)	Subtract one-half Kindergarten pupils in half day programs receiving 360 hours (or more) services per year	<_____>	<_____>
(F)	Subtract pupils in grades 1-12 receiving less than 180 hours of services per year	<_____>	<_____>
(G)	Subtract three-quarters pupils in grades FTK-12 receiving between 180-359 hours of services per year	<_____>	<_____>
(H)	Subtract one-half pupils in grades FTK-12 receiving between 360-539 hours of services per year	<_____>	<_____>
(I)	Subtract one-quarter pupils in grades FTK-12 receiving between 540-719 hours of services per year	<_____>	<_____>
(J)	Subtract 19-year-old (or older) students	<_____>	<_____>
(K)	Add early graduates	___NA___	_____
(L)	Subtotal (total of lines A-K)	_____	_____
(M)	Total adjusted enrollment (add Fall subtotal to Spring subtotal from Line L)	_____	
(N)	Average adjusted enrollment (Line M divided by two)	_____	

Budget Unit

'Budget unit' means the unit for which the ANB of the district is aggregated for all enrolled students according to 20-9-311, MCA. (A.R.M. 10.15.101(10))

Early graduates

Students that graduated from high school early, at the end of their 7th semester.

Reporting early graduates is only required if the district is applying for increased ANB pursuant to 20-9-313(6), MCA and A.R.M. 10.20.102(11).

Early graduates are mid-year graduates who meet the following criteria:
1. The student was enrolled as of the first Monday of October of the CURRENT school year as a senior in high school, but WAS NOT enrolled on February 1 of the CURRENT school year.
2. The student completed graduation requirements at the end of the first semester of the CURRENT school year.
3. The student completed graduation requirements at the end of a total of SEVEN semesters.
   NOTE: Students who complete graduation requirements in LESS than seven semesters, or MORE than seven semesters, do not qualify for increased ANB and cannot be included in your count of early graduates. See A.R.M. 10.20.102
4. The student had not reached the age of 19 on or before September 10 of the CURRENT school year.
5. The student has NOT been counted in the regular 11th or 12th grade enrollment as of February 1 of the CURRENT school year.

Early graduates must be entered into AIM. The student's enrollment record must have an End Date prior to the February 1 count date, an End Status of 400: Graduated, and a Diploma Period of 02: Early Graduate – 7 Semesters.

Ensuing Year

First succeeding school year to the current year.

Fiscal Year

Fiscal year of data. For example, fiscal year 2009 is July 1, 2008 to June 30, 2009.
Fiscal year 2009 can also be called:
Fiscal year 2008-09
Fiscal year 2008-2009
FY09
FY 2009
FY 2008-09
FY 2008-2009

Grade

The assigned education level of a student Pre-K through 12.
Pre-Kindergarten is also called Pre-K and Preschool (PK in AIM)
Half-time and full-time Kindergarten (KH and KF in AIM)
Transition First (P1 in AIM)

Homebound Students

Those students who are receiving instructional services who were in the education program and due to medical reasons, certified by a medical doctor, are unable to be present for pupil-instruction. (A.R.M. 10.15.101)

Criteria for counting Homebound students (A.R.M. 10.20.102(8)):

> *(8) Homebound students, as defined in A.R.M. 10.15.101, and students who are confined to a treatment, medical, or custodial facility may be counted as enrolled for ANB purposes if the student:*
> *(a) is enrolled as defined in A.R.M. 10.15.101 and is currently receiving organized and supervised pupil instruction as defined in 20-1-101, MCA;*
> *(b) is in a home or facility which does not offer a regular educational program; and*
> *(c) has instructional costs during the absences which are financed by the school district general fund.*

Individualized Education Program

Refers to written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA-Part B) which includes:

- Statement of present levels of educational performance of a child;
- Statement of annual goals, including short-term instructional objectives;
- Statement of specific education services to be provided and the extent to which the child will be able to participate in regular educational programs;
- Projected date for initiation and anticipated duration of services;
- Appropriate objectives, criteria and evaluation procedures; and
- Schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Taken from Instructions for Completing The Nonfiscal Surveys of the Common Core of Data, 2003-2004, by the National Center for Education Statistics, Office of Educational Research and Improvement, U.S. Department of Education.

Kindergarten

A program for children in the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted. The trustees of a district must either establish a Kindergarten program or make a program available to all children in the district who meet the 5-year-old age requirement. The program is taught during the year preceding first grade.

A **half time** kindergarten program must provide a minimum of 360 aggregate hours of instruction per year.

A **full time** kindergarten program must provide a mimimum of 720 aggregate hours of instruction per year.

Pre-Kindergarten (Pre-K or Preschool)

A free program for children between the ages of 3 and 5 years, offered at the discretion of the trustees of an elementary district. The program is offered during the year(s) preceding Kindergarten.

Special Education Eligible
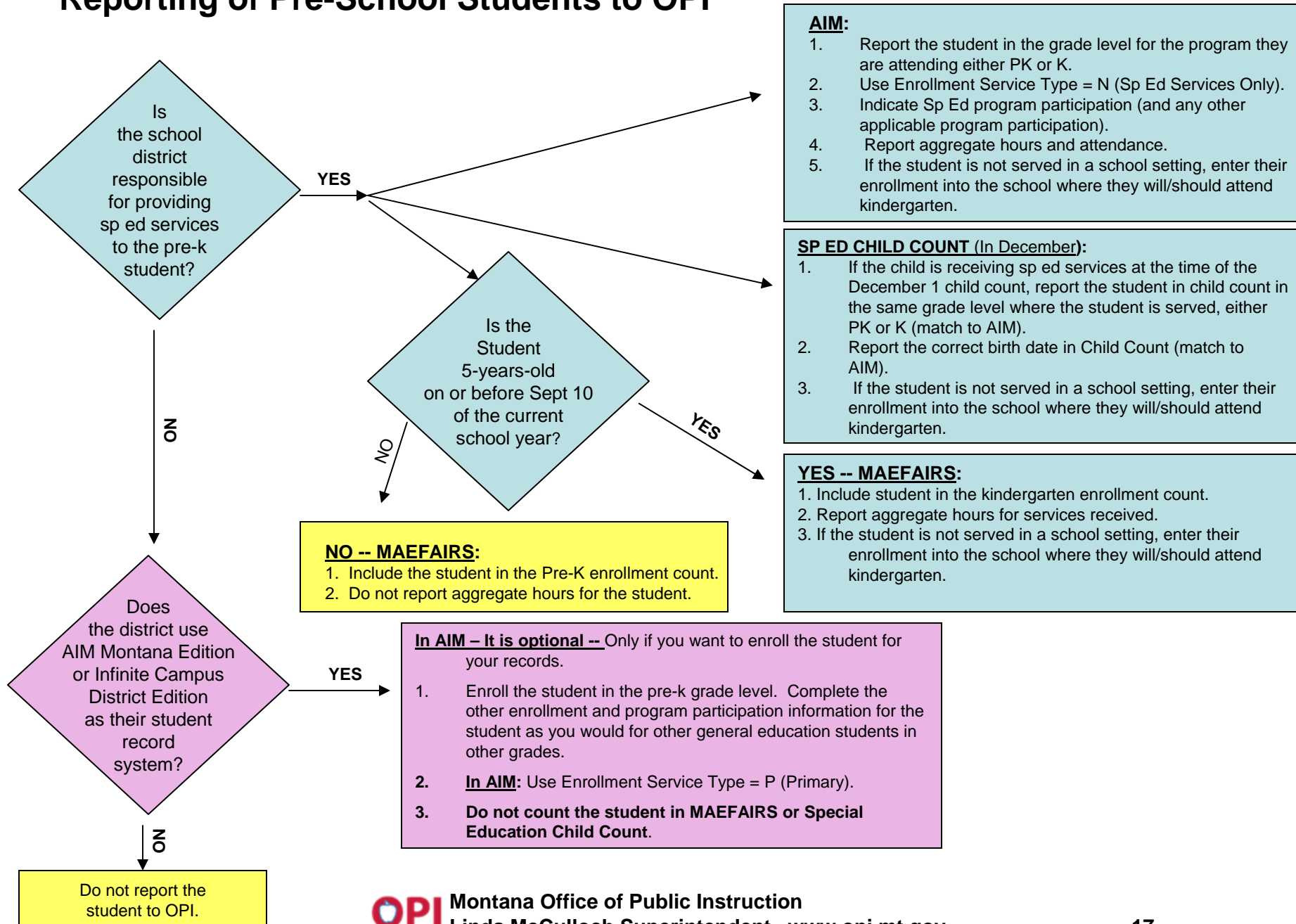
A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Act (IDEA-Part B) and who is receiving special education services.

Transition First

A Pre-1st/Transition program is a full day program that is designed to ease the transition into or out of first grade, and often results in a two-year program between kindergarten and second grade.

Reporting of Pre-School Students to OPI

Is the school district responsible for providing sp ed services to the pre-k student?

YES →

NO ↓

Is the Student 5-years-old on or before Sept 10 of the current school year?

NO ↓

YES →

AIM:
1. Report the student in the grade level for the program they are attending either PK or K.
2. Use Enrollment Service Type = N (Sp Ed Services Only).
3. Indicate Sp Ed program participation (and any other applicable program participation).
4. Report aggregate hours and attendance.
5. If the student is not served in a school setting, enter their enrollment into the school where they will/should attend kindergarten.

SP ED CHILD COUNT (In December**):**
1. If the child is receiving sp ed services at the time of the December 1 child count, report the student in child count in the same grade level where the student is served, either PK or K (match to AIM).
2. Report the correct birth date in Child Count (match to AIM).
3. If the student is not served in a school setting, enter their enrollment into the school where they will/should attend kindergarten.

YES -- MAEFAIRS:
1. Include student in the kindergarten enrollment count.
2. Report aggregate hours for services received.
3. If the student is not served in a school setting, enter their enrollment into the school where they will/should attend kindergarten.

NO -- MAEFAIRS:
1. Include the student in the Pre-K enrollment count.
2. Do not report aggregate hours for the student.

Does the district use AIM Montana Edition or Infinite Campus District Edition as their student record system?

YES →

NO ↓

In AIM – It is optional -- Only if you want to enroll the student for your records.
1. Enroll the student in the pre-k grade level. Complete the other enrollment and program participation information for the student as you would for other general education students in other grades.
2. **In AIM:** Use Enrollment Service Type = P (Primary).
3. **Do not count the student in MAEFAIRS or Special Education Child Count**.

Do not report the student to OPI.

OPI **Montana Office of Public Instruction**
Linda McCulloch Superintendent   www.opi.mt.gov

Index